

# Workplace Alaska

## Class Specification Health, Safety and Environmental Specialist I

<b>Created:</b> 07/31/2007 by Cheryl Evans	<b>AKPAY Code:</b> <b>Class Outline Cat:</b>	<b>Class Code:</b> <b>Class Range:</b>	RR6157N NR12
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<b>Category:</b> Administrative	<b>Class Title:</b> Health, Safety and Environmental Specialist I
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### Definition:

This is an entry level professional position that will assist the Health, Safety & Environmental (HSE) Senior Management team in providing guidance and leadership in all phases of comprehensive occupational health, safety and environmental processes with an emphasis on best practices. Promotes and cultivates health, safety and environmental awareness throughout the corporation through active communication at all operating levels. Facilitates the development and implementation of HSE processes. Assure that external regulatory compliance and corporate program requirements are fully functioning in accordance with Federal Railroad Administration, (FRA), Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Alaska Department of Environmental Conservation (ADEC), Bureau of Land Management (BLM), and Army Corps of Engineers (ACOE) regulatory guidelines.

### Distinguishing Characteristics:

### Examples of Duties:

Field work: Assists HSE Senior Managers in the conduct of assessments and evaluations in the field in support of maintaining the Health, Safety, Environment culture for ARRC. Collects data used to make decisions in shaping and maintaining HSE programs; collects soil, air, water, noise, radiation, sediment and building material samplings and provides root cause analysis when deficiencies are discovered. Conducts routine field observations to ensure quality control in regards to safety in operations. Coordinates with internal departments and external agencies in responding to HSE emergency situations, assisting with mobilizing equipment to spill response, forest fires, and responsible for the calibration and maintenance of field equipment.

Auditing programs: Assists in the assessment of the condition of corporate HSE programs. Conducts on-site inspections and observations of ARRC facilities and employee practices in the workplace; assists department and facility personnel in the identification and implementation of corrective actions; compiles information and results of audits for feedback to internal customers and external regulators. Audits will include, but are not limited to, the following: storm water pollution prevention permits, spill prevention and control countermeasures, asbestos and lead building materials inspections, noise assessments, resource conservation and recovery act inspections, and Personal Protective Equipment audits. Conduct sampling techniques such as noise dosimetry, air contaminant monitoring and environmental sampling equipment for biologic, chemical, and physical hazards in the work place. Conduct sampling techniques for water, soil and sediment media.

Developing, writing and implementing HSE Corporate Programs:

Assists HSE Senior Managers in implementing and maintaining HSE processes and programs. Prepares site specific HSE policies and procedures, manuals, and training materials. Coordinates safety activities, procedures and policies; assists in the preparation of emergency response plans, procedures, and drills. Assists in oversight and conduct of New Hire Orientation, HSE training, inspections, reviews and incident investigation/reporting. Ensures that fire and safety equipment is maintained and functioning properly. Assists Senior HSE Managers with research into various state and federal regulations to ensure that the company programs are current and compliant. Interprets regulatory guidelines relative to railroad operations, ensuring that the end products are appropriate for the environments and applications within the railroad work place.

Training: Assists HSE Senior Managers in developing and conducting training for ARRC employees in accordance with Corporation programs and regulatory compliance. Coordinates and oversees internal and external contractor training.

Daily management of project work: Through regular communications with both internal and external contacts, ensures that program activities are progressing appropriately. Follows up with laboratories for analytical results, and ensures proper record keeping for long term document archiving. Interprets analytical results relative to State and Federal guidelines. Ensures and oversees proper QA/QC of analytical data, project documents and communications. Represents HSE Senior Managers at scheduled meetings such as the Site Safety Meetings, Emergency Response planning meetings, meetings with consultants and contractors as required. Assists with Incident Command field support.

Will be required to operate an ARRC motor vehicle.

### Knowledge, Skills and Abilities:

FACTOR 1: Technical and Operational Knowledge

Knowledge of safety, occupational health and environmental principles, methods and techniques permitting the independent performance of recurring assignments to control or eliminate unsafe physical conditions, equipment and machine hazards, risks in human performance which may cause injury to persons or damage to property is required. Practical knowledge of the body of laws, regulations, policies and procedures related to safety, occupational health and environmental protection to sufficiently interpret and explain the reasons and purposes for applying measures and procedures, minimizing or abating occupational and environmental hazards. Scientific knowledge relating to safety, industrial hygiene and environmental sampling principles and techniques is required. Must be able to locate, and interpret, Federal, State and Consensus Standards.

#### **FACTOR 2: Analytical Skills and Impact**

Must have the skill to recognize hazardous or potentially hazardous conditions, to develop measures to eliminate or control these conditions and to effectively communicate the appropriate measures to resolve these problems. Ability to enter a situation and define an appropriate sampling and analytical scenario that will reveal scientific information upon which to base future decision making. This skill will be exercised in all three aspects of department functions: Health, Safety, and Environmental. Ability to interpret scientific data relative to health, safety and environmental assessments, measurements and investigations. This information will be matched against Federal, State and Consensus standards to determine the state of compliance with regulatory and company policy. Must be able to contribute to writing or editing corporate policy documents based on scientific data analysis and interpretation. Ability to interpret the scientific data in the context of the work that occurs on ARRC property and develop appropriate corporate policy relevant to railroad business and activities. Must have the ability to audit facilities for environmental compliance relative to the Federal and State permits assigned to ARRC.

#### **FACTOR 3: Supervision and Control**

This position will report directly to the Director of Safety. However, the incumbent will be expected to support all HSE Senior Managers in the conduct of their respective disciplines, (Health, Safety & Environment), and will routinely work under the direction of these supervisors. In the role of promoting and cultivating safety and environment awareness this employee will communicate with employees and leaders at all levels. The incumbent has no supervisory responsibilities.

#### **FACTOR 4: Communication**

Sending and receiving accurate communications will be central to the success of this position. Taking directions and providing information to others will be utilized every day and in a variety of formats. Clarifying project objectives with the supervisor and working effectively by communicating with others is essential. Communications will be both functional and conceptual. Functional communication is the process of interacting with others to set agendas, agree upon approach and strategy and appropriately interface with paper trail streams. Conceptual communication is demonstrated through the ability to author corporate directives, reports, summarizations, and other written documents. This position will communicate as appropriate with representatives of regulators such as the FRA, OSHA, EPA, ADEC, BLM and ACOE. The position will also communicate with leaders who represent the five ARRC labor unions.

#### **FACTOR 5: Working Conditions**

The working environment of this position is highly variable. A large part of the work of this position is to be out and about on company property performing HSE assessments, observations and audits. Field work constitutes 40% of the duty day. Extreme temperatures, daylight hours and precipitation extremes are to be expected. Work environments will include, but are not limited to: mechanical shops, locomotives, track maintenance equipment, coach cars, offices, ware houses, freight houses, depots, ports, intermodal/loading facilities, and customer properties. This position will be on call on a rotating basis. Position will travel throughout the entire railroad property and on occasional business trips outside the state.

#### **Minimum Qualifications:**

Bachelor of Science in biology, chemistry, physics, or other natural and or environmental sciences is required. Strong written and oral communications skills are required. Excellent interpersonal and organizational skills and the ability to work as a contributing team member are required. Must have intermediate level computer literacy skills in Word, Excel, Access, and PowerPoint. Strong analytical skills are required. Understanding of CERCLA, RCRA is desired. 40-Hour Hazwoper Certification is desired. Valid driver's license is required.

#### **Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

#### **Special Note:**

#### **Minimum Qualification Questions:**

Did you answer all of the questions listed above?